

INTERNAL AUDITOR

DISTINGUISHING FEATURES

The fundamental reason the Internal Auditor classification exists is to conduct financial, compliance, and operational audits of City departments, programs, units, and private businesses having contracts with the City in the City Auditor's Office. Work includes evaluating compliance, efficiency, effectiveness, and financial accuracy. Internal Auditors may also be required to undertake other assignments such as the calculation of rates and fees or serving in the role of False Alarm Hearing Officer, Property Disposition Hearing Officer or Taxpayer Resolution Officer. This classification is not supervisory. Work is performed with considerable independence, subject to established departmental policies and procedures, and supervised by the City Auditor or Assistant City Auditor. The Internal Auditor classification is distinguished from the Sr. Auditor classification by the size and complexity of the audits performed.

ESSENTIAL FUNCTIONS

Conducts fiscal compliance, operational, Information Systems and financial audits of City departments, programs and private businesses having contracts with the City through the analysis of original documents, microfiche or imaged documents to determine compliance with Federal, State or City laws and regulations.

Assumes lead responsibilities for routine audits and must be able to determine audit objectives and prepare simple audit programs using appropriate audit techniques to achieve the objectives. Must be able to formulate findings and appropriate recommendations, demonstrate compliance with Government Auditing Standards and communicate results of audits at the appropriate level.

Determines audit objectives and designs audit programs to satisfy those objectives, budgets and tracks time to accomplish the programs, conducts required fieldwork and continually communicates with the auditee.

Supervises, directs, counsels and instructs any audit staff assigned to assist in the completion of projects when assuming the role of in-charge auditor. Reviews and prepares point sheets to document staff work paper reviews. Follows up to ensure that staff understand methodology and can function independent of direct and constant supervision. Evaluates the performance of assigned staff.

Evaluates the effectiveness of management controls over City departments.

Computes indirect cost rates for City departments based on comprehensive budget analysis of direct and indirect expenditures.

Computes staff and administration charges for use in enterprise fund rates and fees and departmental indirect cost rates.

Prepares formal and informal written and oral products to communicate work results that meet professional and office standards for clarity, completeness, compelling, and accuracy within established budget. Ensures that work papers and reports are prepared with clearly organized thoughts using proper sentence construction, grammar and punctuation to meet all required professional standards.

Develops and maintains a professional, productive, and mutually respectful working relationship with other audit staff, the Mayor and City Council, City management and staff, contractors, outside agencies, and citizens.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Supports the performance of other audit staff, contributes effectively to meeting the performance goals and objectives of the Office.

Performs other essential and marginal functions as needed to assist in meeting the performance goals and objectives of the Office.

Attendance and punctuality are essential functions to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and practices of accounting and auditing and their application to governmental accounting systems

Municipal government organization and functions.

Computer systems and applications

Government Auditing Standards as outlined in the "Yellow Book"

Ability to:

Learn laws, rules, and regulations governing governmental operations and practices

Communicate ideas effectively through oral, visual and written communication. Prepares quality written materials.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Observe, compare or monitor data and people's behavior to determine compliance with prescribed operating standards.

Create digitized charts, schedules, graphs, or similar visual aids on a computer

Comprehend and make inferences from written materials.

Analyze and interpret accounting data and reports

Prepare a project budget and complete assignments within allotted time.

Review or check the work products of others to ensure conformance to standards.

Work cooperatively with other City employees and the general public

Operate a computer and a variety of office equipment using continuous and repetitive arm, hand and eye coordination.

This position requires the use of a personal vehicle or City vehicle on City business. Individuals must be physically capable of operating a vehicle safely, possess a valid driver's license and

have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee has not passed the City's Defensive Driving class. The employee will be required to provide proof of insurance prior to authorization to use personal vehicle while on City business.

Education & Experience

Any combination of education and experience equivalent to a bachelor degree in accounting or a related field and two years experience in auditing and accounting or related field.

FLSA Status: Exempt

HR Ordinance Status: Unclassified